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Kiwanis *in* Brief

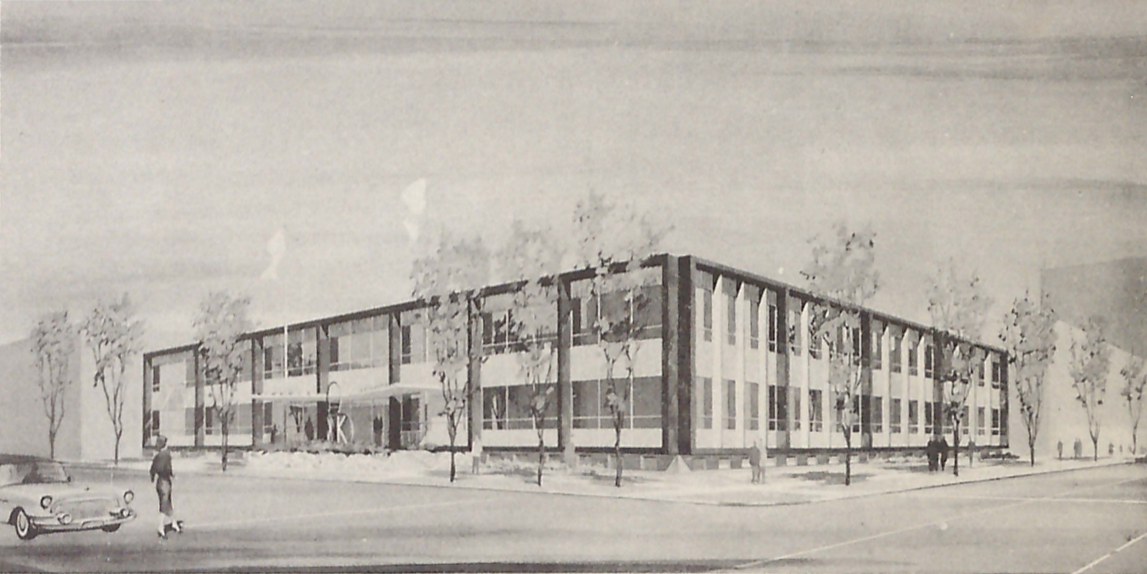
A BOOK OF FACTS FOR
NEW MEMBERS, PROSPECTIVE
MEMBERS AND FRIENDS.



WE BUILD

Kiwanis International

520 N. Michigan Avenue, Chicago 11, Illinois, U.S.A.



Projected General Office Building of Kiwanis International

FOREWORD

You will find in these pages a concise story of Kiwanis, what it is, what it stands for, and what it does—its origin, Objects, activities, organization, methods of operation and the opportunities for self-expression and service which it affords.

The Kiwanis club in your community is the local unit of Kiwanis International, an organization of over forty-five hundred similar clubs in as many communities of the United States, Canada and the Territories of Alaska, Yukon and Hawaii.

Kiwanis International enjoys a position of pre-eminence on the North American Continent as an aggressive, constructive service club organization with a genius for translating ideals into broad-scale, effective activities, but its sympathies are rooted deeply and firmly in the local community for whose welfare it is concerned and to whose service it is committed.

It capitalizes on the personal fellowship that is engendered by a group of men meeting together every week. It encourages friendship and has an unique record of developing outstanding leadership in community, national and international life.

Kiwanis is, therefore, not only an organization but a moving spirit—a conscious, driving force toward newer and higher ideals. It is the open door of opportunity for men who are impelled by the service motive and who realize that teamwork with a group of able and friendly associates is more effective and more enjoyable than individual plans and effort.



OBJECTS

The following are the *Objects* of Kiwanis International:

- "To give primacy to the human and spiritual rather than to the material values of life.
- "To encourage the daily living of the Golden Rule in all human relationships.
- "To promote the adoption and the application of higher social, business and professional standards.
- "To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship.
- "To provide, through Kiwanis clubs, a practical means to form enduring friendships, to render altruistic service, and to build better communities.
- "To cooperate in creating and maintaining that sound public opinion and high idealism, which make possible the increase of righteousness, justice, patriotism and good will."

(As adopted at Denver Convention in June, 1924.)

WHAT KIWANIS IS

Kiwanis is a service organization with high ideals, worthy objects, and challenging objectives which are realized through the activities of its constituent clubs in their respective communities.

It came into being in Detroit, Michigan, January 21, 1915. There are now in excess of 4,500 clubs in the United States and Canada including Alaska, Yukon and Hawaii with over 250,000 members.

The active membership of each club is composed of men of good character and community standing, residing, having community interests in, or engaged in recognized lines of business, agricultural, institutional, and professional life, within the territorial limits of the club.

Two representatives are permitted simultaneously from the same line of business, agricultural, institutional, or professional life. They must be owners or partners, executives, corporate officers or managers with administrative duties and discretionary authority, or must be engaged in worthy and recognized professions for which they have received the recognized standard education.

THE NAME

The significance of Kiwanis is to be found, not in the name itself, which was in the first instance a coined word adapted from the Indian term "Nun Kee-wanis," but in the high idealism to which the members of the organization have themselves given

expression in unselfish and practical service to their respective communities and nations. In a word, Kiwanis means what Kiwanians have made it mean.

It is appropriate, therefore, that as its motto Kiwanis should have adopted, early in its history, a phrase expressive of constructive action, namely, "We Build."

The present official name of the organization is "Kiwanis International," which was adopted at the eighth annual convention of the International organization, held at Denver, Colorado, 1924, at which time, also, were adopted the present Constitution and Bylaws.

KIWANIS BECOMES INTERNATIONAL

In 1916, of the more than twenty Kiwanis clubs, which were in existence then, fifteen sent representatives to a convention in Cleveland, Ohio, where an organization was formed, a "National Constitution" adopted, and the name, "The Kiwanis Club" designated as the official title of the combined clubs.

Under the authority granted at Cleveland, clubs were chartered in Canada early in 1917. The first two were Hamilton, Ontario, which held its organization meeting on November 1, 1916, and Toronto, Ontario, organized June 8, 1917, so that when the International convention was held in the year 1917 in Detroit, Michigan, there were two Canadian and fifty-three United States clubs in the organization.

HOW KIWANIS INTERNATIONAL IS ORGANIZED

The officers are a President, an Immediate Past President, two Vice-Presidents, a Secretary, a Treasurer, twelve Trustees, and a District Governor for each of the 30 districts.

At each annual International convention there are elected: for a term of one year, a President, two Vice-Presidents, a Treasurer and for a term of two years, six Trustees.

The International Board of Trustees consists of the President, Immediate Past President, two Vice-Presidents, Treasurer and twelve Trustees. It meets regularly four times a year.

The Secretary is appointed by the Board of Trustees, attends the Board meetings, and acts as secretary of the Board.

THE INTERNATIONAL COUNCIL

The International Council, which meets twice yearly, first in October or November, and again at the time of the annual convention, in May, June or July, is composed of the Board of Trustees, the Past Presidents of Kiwanis International, and the District Governors. The purpose of this Council is to confer and advise with the Board of Trustees on matters relating to Kiwanis International. The Council also has power under certain conditions, to revise the By-laws of Kiwanis International.

WHAT'S WHAT AT CHICAGO

The General Office located at 520 North Michigan Avenue, Chicago, Ill., is one of the most practical illustrations of Kiwanis administrative efficiency. Visiting Kiwanians are always welcome and even a brief inspection of this busy office is sufficient to convince any interested member that he belongs to a great and tremendously active organization. The work of the General Office is carried on under the direction of the International Board of Trustees, and the Secretary, O. E. (Pete) Peterson.

Assisting in the work of the General Office are sixteen staffmen, with several full-time field representatives, and a clerical force of approximately ninety. The Departments at the General Office include the following: Executive, Activities, Public Relations, Club Service, Office Management, Records, Convention, Field Service, Special Services, The Kiwanis Magazine, Publications, Key Clubs, Circle K Clubs, and Accounting.

INTERNATIONAL CONVENTIONS

The Annual Convention of Kiwanis International is held in either May, June or July of each year in a city officially determined by the International Board of Trustees. To this annual convention each club is entitled to send two accredited delegates to vote on all matters proposed and to elect International officers and trustees.

KIWANIS DISTRICTS

The clubs of the United States and Canada are divided into thirty districts. The districts are again divided into divisions, although the division is not a unit of organization but only an area for the convenience of administration. At present there are approximately 440 divisions. The districts and the divisions vary greatly in geographical area and in the number of clubs contained therein.

Each district is in charge of a *District Governor* who is assisted in the administration of the district by Lieutenant Governors, one for each division, a District Secretary and a District Treasurer.

The District Governor and Lieutenant Governors are elected annually at the district convention. They constitute the District Board of Trustees.

DISTRICT CONVENTIONS

Each district holds a district convention sometime between August 1 and October 15, at a date mutually agreed upon by the Board of Trustees of the district and of Kiwanis International. It is presided over by the District Governor, and is under the supervision of the District Board of Trustees.

The district convention offers a splendid opportunity for fellowship and the development of Kiwanis consciousness. It is a rare chance for the new Kiwanian to obtain quickly a wide appreciation of the varied interests of the organization and a deepened realization of the appeal of its ideals to a host of men of superior quality of mind and heart.

Each district convention is visited by an official representative of the International Board of Trustees, assigned by the International President.

Each chartered club in good standing in the district is entitled to three delegates, one of whom shall be the President.

THE HEART OF KIWANIS— THE KIWANIS CLUB

The basic unit of Kiwanis is the Kiwanis club. All the organization of the district and International exists in order to assist the Kiwanis club in the local community to function as perfectly as possible along the line of Kiwanis Objects and objectives.

The officers of a Kiwanis club are a President, the Immediate Past President, one or more Vice-Presidents, a Secretary, a Treasurer, and seven or more Directors.

The members of the Kiwanis club are expected to be primarily active members. An unexcused absence from forty per cent of the meetings during either half of the club year, or from four consecutive meetings, jeopardizes one's membership. Under special conditions there may also be Reserve, Privileged, and Honorary members.

The success of Kiwanis depends upon the activity of the members of the local club. There lies the final test of Kiwanis efficiency. In energetic, constructive community service, Kiwanis must find its path to permanency. As long as it meets a real need it may expect to live and grow.

The work of the club in applying the International Objects and objectives and in administering its local affairs is carried out by such *standing committees*

as the following:

A. *Youth Services*

1. Boys and Girls Work
2. Circle K Clubs
3. Key Clubs
4. Underprivileged Child
5. Vocational Guidance

B. *Citizenship Services*

6. Agriculture and Conservation
7. Public and Business Affairs
8. Support of Churches in Their
Spiritual Aims

C. *Kiwanis Administration*

9. Achievement Reports
10. Attendance and Membership
11. Finance
12. House
13. Inter-Club Relations
14. Kiwanis Education and Fellowship
15. Laws and Regulations
16. New Club Building
17. Programs and Music
18. Public Relations
19. Reception

LEADERSHIP TRAINING

There is maintained a regular system of conferences, with curricula of study and practice for the instruction of district and club officers and committees. This begins with the instruction of the Governors-elect at the International Council in October or November, is continued for the Lieutenant Governors by the Governors in their respective districts and is carried forward to the club officers of each division by its Lieutenant Governor. The club president then conducts a planning conference for his club officers and directors and chairmen of committees.

THE KIWANIS MAGAZINE

The Kiwanis Magazine is the official publication of Kiwanis International, devoted to the promotion of the Objects and objectives of the organization.

The magazine is the official source of local and district, as well as International news and inspiration on every phase of Kiwanis organization and activity. Each member is a subscriber in accordance with the Constitution and Bylaws. The subscription is included in the club dues paid by each member. The magazine is published monthly and the subscription price for members is \$1.50 per year.

Certain regular features are to be found in each issue. These include "Kiwanis Roundup" and "Club Clinic," a question and answer department on technical questions that affect Kiwanis clubs. The International Secretary is the Editor of the Magazine.

ACTIVITIES

Voluntary service is one of the cardinal principles of Kiwanis. On this basis, clubs sponsor thousands of activities which are specially recorded each year in the booklet "Kiwanis in Action."

Kiwanis believes in practical action as the best evidence of its high idealism. It exemplifies its motto, "WE BUILD," by a constructive program of definite, tangible enterprises.

WHAT IT COSTS

A membership fee is fixed by each club, payable at time of admission into membership. Also the clubs fix annual dues of various amounts, the minimum being twelve dollars, but in the majority of clubs a sum somewhat larger. Of the \$3.50 sent to Kiwanis International as dues, \$1.00 is earmarked for the building of a permanent General Office. The balance of \$2.50 provides for the work of the General Office

and the availability of helpful literature; it also covers the service of the International Board, the International Council, International Committees, International Convention and other activities of definite service to the Organization and the clubs. Every dollar paid is set to work as wisely and as prudently as possible for the advancement of Kiwanis.

District administration expenses are met by district dues collected from member clubs.

NEW KIWANIS CLUBS

One Kiwanis club begets another; inspiration and example prompt imitation. But extension of Kiwanis is not left to the haphazard of chance or individual inclination. A well defined program of club building has been worked out as the result of careful study and experience. It combines the volunteer efforts of Kiwanians with the assistance of trained Field Service Representatives. Full information is given in special booklet—"Successful Sponsoring."

BENEFITS OF KIWANIS MEMBERSHIP

An opportunity to associate with outstanding representatives of the business, professional, agricultural, and institutional life of a community, in an atmosphere of friendliness, mutual helpfulness, and service.

An opportunity for joint as well as individual participation in many activities for the service of humanity and for community betterment.

An opportunity for self-expression. Mute men become trumpet toned through Kiwanis.

An opportunity for self-development. Through the quickening influences of the club fellowship and the fulfillment of responsibilities men increase their personal ability as community leaders.

KIWANIS CODE OF ETHICS

.....ideals

AS A MEMBER of Kiwanis International, dedicated to the promotion of higher social, business and professional standards, and to the development, by precept and example, of a more intelligent, aggressive and serviceable citizenship, I recognize the Golden Rule as a guide for everyday life.

.....application

In the application of its principles it is my obligation—

- To recognize God as the Supreme Ruler and to abide by His immutable laws.
- To endeavor to perfect myself in my chosen occupation, and to use it to the best of my ability as an opportunity to serve others.
- To conduct my business or profession on a high ethical plane, so that others emulating my example will help to raise the standards of the vocation in which I am engaged.
- To maintain the spirit of fairness in competition, and help eradicate all forms of deception that violate the spirit of the law.
- To exert my influence to provide equal opportunity for the well-being of mankind.
- To promote harmony in everyday contacts, realizing that happiness is one of the major objectives of life, and that happiness depends more on the way we meet the events of life than on the events themselves.
- To improve relations between employer and employee, recognizing that tolerance, intelligence,

and justice are the common ground on which all disputes should be settled.

To exemplify good citizenship in appreciation of the fact that the strength of the nation depends upon the caliber of its individual citizens.

"There is an honor in business that is the fine gold of it; that reckons with every man justly; that loves light; that regards kindness and fairness more highly than goods or prices or profits."



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WE



BUILD

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